Sacred Heart Catholic Church
15 Grampian Road, Aberdeen AB11 8ED
Tel: 01224621581

HALL BOOKING FORM

Email completed form to shtaberdeen@gmail.com or post it to **St. Peter's Catholic Church, 3 Chapel Court, Justice Street, AB1 5HX)**

Your data will be handled in accord with the May 2018 Data Protection Regulations

Meeting/Event Title:_____

Meeting/Event Date:_____

Start Time: _____(incl. Setup) End Time (must end by 10.30pm):_____(incl. tidy up)

Recurring Meeting: Yes/No *(if YES please speak to hall caretake or priest)*

End Date (if recurring Event: _____)

(Please note that bookings can only be made for 3 months ahead – therefore re-booking will be required)

Will you require the use of the Overhead Projector: YES/NO (If 'YES' add £5 extra charge)

Will you require the use of the Kitchen area: YES/NO - If 'YES' S. Heart Group* please leave it tidy!; Everybody else**: use your own tools/food/ etc., or £5 extra charge if using our parish property- please tick box if you want to use parish property that is in the kitchen : ☐

Name of person Booking the Hall (Capitals):_____

His/Her Contact Details: Tel:_____Mobile:_____
(Capitals)

Email:_____

His/ Her Address (Capitals): ……

……Post code: ……

S. Heart groups, parishioners * (£12.50/ hour or donation by group, including setup & tidy up period)

Everybody else** (£17.00/ hour, including set up & tidy up period)

[For groups only, not for families: Safeguarding form to be completed if vulnerable persons are also present during booking period (***see attached form!)***

Funeral or wedding receptions: £100 flat rate (if food & service required: £50 extra)

A minimum deposit of 50 percent must be made before the event takes place! Please notify the parish priest of your payment! The rest must be made within 1 week once the event has finished.

Payment options: **Cash** in envelope/ **Cheque** payable to '***RCD Torry Sacred Heart'***
Send payment to address on top of this page! Thank you!
Bank transfer: sort code: **80 05 21,** account no.: **00756466** (Bank of Scotland)

Please read and confirm you have read the Terms & Conditions (overleaf) and sign below:
I have read and undertake to abide by the Terms & Conditions.
Signature of person responsible for this booking:

_____ Date_____

After having completed this document please email it to the above email address and post a signed copy through the Church sacristy or Hall letter box. The meeting/event can start ONLY after the Hall Caretaker had received this form, The Terms and Conditions have been signed and 50% deposit has been submitted to Hall caretaker or Priest in charge!!!

***A group qualifies as 'S. Heart Groups', if more than 50% of members attend Sunday Masses at S. Heart Church on a regular basis; 'parishioner': regularly attends Mass at Sacred Heart on Sunday**

****'Everybody else' means individuals or groups who do not attend S. Heart Masses regularly**

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Terms and Conditions for Hire of Premises and/or Equipment

1. Use of the Hall by non-parishioner groups will be charged at £15 per hour, and £10 per hour for parishioner's group, and will be collected from the responsible person who signed the Hall booking form. Equipment can be used free of charge.
2. Sacred Heart Catholic Church's Parish Pastoral Council determines the charges for use of the Hall and equipment.
3. **A 50% non-refundable deposit is required before hall usage can commence.**
4. The responsible person who signed the Hall booking form will be responsible for ensuring that at all times during the period of booking there will be a leader in attendance.
5. The responsible person who signed the Hall booking form must be familiar with the terms and conditions and will be responsible for communicating these terms and conditions to all members of the user organisation/group if he/she deems it necessary.
6. Said organisation/group and the responsible person who signed the Hall booking form must ensure sufficient and proper supervision of its activities at all times, ensure the maintenance of good order and is responsible for any damage to the building, its furnishings and equipment.
7. The responsible person who signed the Hall booking form will ensure that damage to the hall property and its equipment are repaired or replaced to the satisfaction of the Parish Pastoral Council or reimburse the cost of such damage.
8. Any damage to the hall must be reported immediately to the Hall Caretaker or parish priest.
9. The responsible person who signed the Hall booking form must ensure that children are supervised and kept under control at all times whilst on the premises.
10. All hire invoices must be paid within 14 days of the date of invoice. The Parish Council will cancel its hire to groups/organisations with persistent late-payment, and immediately in case of non-payment.
11. Time booked includes any setting up and clearing up period.
12. Furniture and equipment moved during sessions must be returned to their original location.
13. The leader of the organisation/group will be responsible for the return of the keys through the letterbox of the church at the end of the hall let. There is a charge of £5 per key for the replacement of EACH lost key which is to be paid by the signatory of this T&C.
14. First Aid box is located in the kitchen. All accidents requiring First Aid treatment must be reported to the Hall Caretaker or Parish priest and logged in the Accident report book located beside the First Aid kit in the kitchen cupboard.
15. Nothing must be fixed to the walls.
16. Smoking is not permitted in the Church Hall.
17. No alcoholic beverages are permitted in the Hall except with the prior permission of the Parish priest. Should such permission be granted, it is the responsibility of the responsible person who signed the Hall booking form that all legal requirements are met.
18. The Parish priest reserves the right to cancel or postpone any hire at short notice in urgent need.
19. Two weeks' notice is required to terminate the booking.
20. The leader of the organisation/group undertakes to immediately advise the Hall Caretaker or parish priest, in writing, should he/she no longer be involved with the organisation/group.

As the responsible person who signed the Hall booking form I have read and accept the above Terms and Conditions of Hire:

Signed name:……

Printed name: ……

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Group/Leaders must ensure that said Group/Organisation complies with Child & Vulnerable Adult Protection Legislation

(Please see attached form! Complete it and return it before start of hall hire!)

ADVICE TO PARISHES WHEN LETTING THEIR PREMISES

When a Parish is contemplating a let or hire of a hall or room on Church premises whose use would involve work with children, young people or vulnerable adults it is advisable that the following should be added to licences.

In order to safeguard children, young people and vulnerable adults a person responsible for hiring the premises must sign one of the following declarations:

I/the organisation which I represent am/is committed to protecting and safeguarding children, young people and vulnerable adults.

I/the organisation which I represent have/has a Child/Vulnerable Adult Protection Policy in place and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. A copy of the full policy is to be submitted to the Priest in charge or Hall caretaker.

All those who are working with children, young people or vulnerable adults during this Hall Let have had a satisfactory Enhanced Disclosure.

I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any leasing or hiring agreement immediately.

Signature: ..... **Date:** .....
(Responsible Person)

Name in Full: .....

Or a parent or responsible adult of each child and young person under the age of 18 will be present.

Signature: ..... **Date:** .....
(Responsible Person)

Name in Full: .....

Or the hire of the hall does not involve work with children, young people or vulnerable adults.

Signature: ..... **Date:** .....
(Responsible Person)

Name in Full: .....

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CHILD PROTECTION / VULNERABLE ADULT AGREEMENT OF LET

Name of Centre: .....

Name of Organisation: .....

Period of hire: From ..... To .....

*I confirm that the above named organisation has procedures in place for the care and protection of children, young people and vulnerable adults in our group; a copy of which is attached herewith for your information.

*I confirm that since the above named organisation ***does not*** have procedures in place for the care and protection of children, young people and vulnerable adults in our group; we will observe the relevant legislation.

Name: .....

Address: .....

.....

Position within organisation: .....

Signature: .....

Date: .....

**** please delete as appropriate***